

## **GUIDELINES FOR FILING DISSOLUTION OF MARRIAGE**

- 1) BOTH PARTIES MUST BE IN TOTAL AGREEMENT
- 2) BOTH PARTIES MUST BE PRESENT AT FINAL HEARING
- 3) PAPERWORK TO CONFORM WITH THE OHIO REVISED CODE FOUND AT THE PUBLIC LIBRARY  
**YOU MAY FIND FORMS AT A BOOKSTORE OR SAMPLES OF THE FORMS AT THE LIBRARY**
- 4) PAPERWORK MUST BE ON 8 ½ X 11 PAPER
- 5) THE FOLLOWING FORMS ARE NEEDED:
  - A) PETITION FOR DISSOLUTION OF MARRIAGE  
(TO INCLUDE NAMES AND ADDRESSES  
(ORIGINAL AND 4 COPIES)
  - B) WAIVER OF SERVICE OF SUMMONS  
(CAN BE A SEPARATE DOCUMENT OR FOUND  
IN THE BODY OF THE PETITION)  
(ORIGINAL AND 2 COPIES)
  - C) SEPARATION AGREEMENT  
(ORIGINAL AND 4 COPIES)  
(TO BE SIGNED IN PRESENCE OF NOTARY)
  - D) FINAL DECREE OF DISSOLUTION MARRIAGE  
(NOT TO BE SIGNED UNTIL FINAL HEARING  
REQUIRES BOTH PARTIES SIGNATURE AND  
THE JUDGE)  
(ORIGINAL AND 4 COPIES)
  - E) AFFIDAVIT OF INCOME, EXPENSES, HEALTH  
INSURANCE AND FINANCIAL DISCLOSURE  
(THIS FORM IS PROVIDED BY THE COURT)  
MAKE COPY OF THIS FORM WHILE BLANK SO  
FORM CAN BE FILLED OUT BY EACH PARTY  
AND SIGNED BEFORE A NOTARY  
(ORIGINAL AND 1 COPY)
  - F) CHILD SUPPORT WORKSHEET  
IF THERE ARE CHILDREN AS RESULT OF MARRIAGE  
AMOUNT OF CHILD SUPPORT CAN BE  
DETERMINED THROUGH THE WORKSHEET  
(THIS FORM IS PROVIDED BY THE COURT)  
EACH PARTY NEEDS TO FILL OUT THIS FORM  
AND SIGNED BEFORE A NOTARY  
(ORIGINAL AND 1 COPY)
- 6) \$250.00 DEPOSIT REQUIRED  
(CASH/MONEY ORDER)

**CLERK'S OFFICE IS NOT RESPONSIBLE FOR CONTENT OF PAPERWORK OR CANNOT GIVE OUT LEGAL  
ADVICE**

**DEPOSIT WILL BE APPLIED TO THE COURT COSTS AFTER FINAL HEARING AND BALANCE WILL BE  
REFUNDED TO THE PERSON POSTING THE MONEY**

**ANY FURTHER LEGAL ADVICE YOU WILL NEED TO CONTACT OR HIRE AN ATTORNEY TO REPRESENT YOU**